



Apostille for Documents Issued in the United States

An apostille is a certificate issued by a designated authority in a country where a treaty called the [Hague Convention Abolishing the Requirement for Legalization of Foreign Public Documents](#) applies.

If you have a document which you want legalized for use in another Hague Convention country, the convention certification called apostille must be affixed to the document by a competent authority. The apostille is a pre-printed form prescribed by the convention. **The apostille must be affixed at the government agency in the country which issued the original document.**

The Embassy does not have the authority to affix an apostille to documents issued in the United States or in other countries.

Procedure:

Since the authorities designated by the U.S. to affix the apostille can only attest to the validity of certain seals, it may be necessary for you to obtain some intermediate seals on your document, depending on the origin of the document, before the apostille can be affixed. There is no single U.S. competent authority to issue the convention apostille. There are different authorities for documents originating in state and local jurisdictions, Federal courts and Federal government agencies. Contact the competent local authority who will affix the certification (apostille) on your document. If it is necessary for you to obtain some intermediate seals on your document before obtaining the convention apostille, consult the appropriate state or federal authority listed on the next page.

Hague “Apostille” Authentication Certificate:

Article 7 of the Convention provides for the use of a standardized authentication certificate called an apostille. The apostille consists of the following: 1) name of country from which the document emanates; 2) name of person signing the document; 3) the capacity in which the person signing the document has acted; 4) in the case of unsigned documents, the name of the authority that has affixed the seal or stamp; 5) place of certification; 6) date of certification; 7) the authority issuing the certificate; 8) number of certificate; 9) seal or stamp of authority issuing certificate; and 10) signature of authority issuing certificate.

To view a model apostille certificate see: <http://hcch.e-vision.nl/upload/apostille.pdf>

Contacting the Competent Local Authority Who Will Affix the Certification (Apostille) on Your Document

Authentication Authorities - State, Territories and Other Jurisdictions

The following state authorities are authorized to issue the Convention apostille legalizing state documents. Please check individual websites for current fees since they are subject to change.

See: **U.S. Competent Authorities** (http://www.hcch.net/index_en.php?act=authorities.details&aid=353) on the Hague Conference on Private International Law web page. The appropriate state office may be found by scrolling down to entry III of this document.

If the website link is not valid, please type “apostille” and the name of your state online in order to obtain up-to-date information.

Example: “apostille Colorado” = <http://www.sos.state.co.us/pubs/notary/apostille.htm>.

For more information please see: http://travel.state.gov/law/judicial/judicial_2545.html.

For general information about the apostille in New York State, which has separate requirements, see: <http://www.dos.state.ny.us/corps/apostille.html>.

Authentication of a Consular Report of Birth or Death Abroad

There is a one step process to request a Certification of Report of Birth (DS-1350) or, Certification of Report of Death (DS-2060). The Vital Records Section of the U.S. State Department requires a signed, written **notarized request** for a certified copy of the birth or death document. The letter must also include a statement requesting an apostille to be applied, the reason, and country of intended use. The country must be a member of the [Hague Convention](#). Apostilles are not affixed to the documents unless they are requested. The fee is \$50 for each copy however there is no extra charge for the apostille itself.

For a **Certification of Report of Birth**, refer to the State Department website page [Certification of Report of Birth](#) (DS-1350).

For a **Certification of Report of Death**, refer to the State Department website page [Certification of Report of Death](#) (DS-2060).

Further information is available on the State Department website page [Consular Reports of Birth Death & Marriage](#).

Office of Authentications

If the Origin of the Document and/or Seal is a Federal Executive or Administrative Agency, please refer to: <http://www.state.gov/m/a/auth/>.

The Department of State, Authentications Office is responsible for signing and issuing certificates under the Seal of the U.S. Department of State (22 CFR, Part 131) providing authentication services to U.S. citizens and foreign nationals on documents that will be used overseas. This office receives a variety of documents from commercial organizations, private citizens, and officials of the Federal and State governments. Documents include but not limited to: company bylaws, powers of attorney, trademarks, diplomas, transcripts, distributorship agreements, articles of incorporation, good standing certificates, home studies, letters of reference etc. It also ensures that the requested information will serve in the interest of justice and is not contrary to U.S. policy.

Notarial Services at the U.S. Embassy

The American Citizen Services unit continues to perform notarial services for those wishing to execute documents in the presence of a U.S. Consular Officer. **This is not an apostille.** Fees for notarial services are \$50 for the first consular seal/signature. For each additional consular seal/signature a supplementary fee of \$50 will apply.

Notarial services are currently available by online appointment only, except on [French and American holidays](#). Please refer to the Embassy's website page in order to schedule your appointment: http://france.usembassy.gov/usc_notarial.html. Please bring a passport or other photo ID (passport, carte d'identité, or U.S. driver's license) as a means of verifying your identity.

United States Embassy
American Citizen Services
4, avenue Gabriel
75382 Paris Cedex 08
France
Telephone: 01 43 12 22 22
Website: <http://france.usembassy.gov>
E-mail: citizeninfo@state.gov

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